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01 AUG 2012

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Information Commissioning Office

EXPENSES CLAIM

Claim Number

23372

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
Daniel Benjamin				Corporate Services			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	
30.07.12	8.30		Travel to and from Media Skills Training, Holiday Inn, Salford	Car	40		18.00 N
		18.30	Return journey passenger -	5p per mile	20		1.00 N
				sub-total	60	0	19.00
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						19.00	
less cash advances received							
amount claimed for payment						19.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							

£19

40 miles

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

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Name Simon D C Entwisle						Job Level <div></div>		Payroll NO.		Department Executive	
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		£	p	Receipt attached		
	Depart	Arrive			STD 45p	PTR 25p					
04.07.12			Expenses claimed mtg with DCMS in London				✓	4.00	✓ ₁		
25.07.12	pm		Travel to Edinburgh returning / 26.07.12 - deducted normal home to office journey of 50 miles	Car		✓	414	103.50			
25.07.12			o/n Holiday Inn Edinburgh			✓		115.00	✓ ₂		
			Expenses claimed			✓		22.55	✓ ₃		
26.07.12			Day in Edinburgh office								
				sub-total	0	414		245.05			
Other incidental expenses (e.g. telephone, postage)											
								total amount claimed ✓	245.05		
								less advances received			
								amount claimed for payment	245.05		
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.											



EXPENSES CLAIM

Claim Number	
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8447

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department					
Christopher Graham			Chief Executive					
Usual mileage to work								
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		£	Receipt attached
	Depart	Arrive			STD	PTR		
					45p	25p		
12/06/12	0730	-	Breakfast at Stockport station on the way to London				2.75	Yes
	-	-	Taxi from restaurant to conference venue	Taxi			10.00	Yes
	-	1900	Snack on the train on the way home				3.30	Yes
14/06/12	0530	-	Snack after lunch				2.95	Yes
	-	2000	Snack on the train on the way home				2.25	Yes
				sub-total	0	0	21.25	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							21.25	
less cash advances received								
amount claimed for payment							21.25	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								

Receipts must be provided for subsistence claims. Please attach to the back of this form.

PAID
13 AUG 2012

ICO EXPENSES - NEIL MASOM - JULY 2012

	DATE	PURPOSE	DESCRIPTION	AMOUNT PAID	CHEAPEST STD FARE	TOTAL CLAIM	
1	26/07/2012	NED Dinner and Review with Information Commissioner	RAIL FARE - MACCLESFIELD/LONDON	£78.70	£64.70	£64.70	✓
2	27/07/2012		RAIL FARE - LONDON/WILMSLOW	£49.00	£32.50	£32.50	
3	26/07/2012		HOTEL ACCOMMODATION	£79.00		£79.00	

TOTAL £206.70

£176.20

Note 1: 'TOTAL CLAIM' is the lesser of the 'AMOUNT PAID' or the 'CHEAPEST STD FARE' available

Note 2: Price Quotes indicating price of cheapest std fare available included as Attachment 1

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95812

2700

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Information Commissioner's Office

EXPENSES CLAIM

Claim Number

28998

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO#	Department			
ENID ROWLANDS		NED		Secretariat			
Usual mileage to work							
NB only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box. Refer to the Expenses Guide in you are unsure.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	
23/07/12	9.00	11.45	[REDACTED] TO TUBE			72.00	✓
			EUSTON - TRAIN TO WILMSLOW			26.00	✓
			(ICO BOARD MTG)	TRAIN		2.70	✓
23/07/12	17.00		WILMSLOW CREW -	TRAIN			
			ALLANDON JUNCTION	TAXI *		7.40	✓
			TO [REDACTED]			3.89	✓
			[REDACTED] (TAXI AS NO PUBLIC TRANSPORT)			4.60	✓
24/07/12			[REDACTED] JUNCTION - EUSTON TRAIN			2.00	✓
26/07/12			TO [REDACTED]	TAXI *		7.00	✓
				TUBE		2.88	✓
			(ICO NED DINNER)	sub-total		129.59	
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						129.59	✓
less cash advances received							
amount claimed for payment							129.59

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

09 AUG 2012
ico.
Information Communications Office

Claim Number	
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33276

Name	Job Level	Payroll NO.	Department
Graham Smith	■	■	Executive

Usual mileage to work

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
03/07/12	8.35	12.10	Halifax - Cambridge	train 2nd			
	12.15	12.25	Railway station - Fitzwilliam College	taxi			9.00
			Speaking at Privacy Laws & Business Conference				
	15.55	16.15	Fitzwilliam College - Railway station	taxi			11.00
	16.25	20.25	Cambridge - Halifax	train 2nd			
				sub-total	0	0	20.00

Other incidental expenses (e.g. telephone, postage)

[illegible]

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

* If no break down is provided please add a brief description of the items consumed. Thank you.